



COMDTINST 16155.2B
20 OCT 1989

COMMANDANT INSTRUCTION 16155.2B

Subject: Polar Icebreaker Cruise Reports

1. PURPOSE: To specify the content and format of Polar Icebreaker Cruise Reports.
2. DIRECTIVES AFFECTED: Commandant Instruction 16155.2A is canceled.
3. DISCUSSION:
 - a. This Instruction institutes a major change in the format and content of virtually all sections of Polar Icebreaker Cruise Reports. Where possible, the requirement for narrative reporting has been reduced or eliminated. Tabular formats have been specified for some reporting requirements. This restructuring of the Cruise Report is intended to reduce the time and effort required to produce the report and make the information reported more useful.
 - b. Icebreaker cruise reports provide information vital to program success. They are a source of firsthand information on a unique area of operations, providing the operational commander and Headquarters program manager with data for program management, answering congressional and public queries, and billing other federal agencies for the use of our ships.
 - c. Polar Icebreaker Cruise Reports, as detailed in this directive, satisfy the cruise reporting requirements for all deployments under both Coast Guard and Department of Defense Operational Control (OPCON). Special reporting requirements for particular deployments will be detailed in a tasking letter or OPORDER as appropriate.

4. PROCEDURES:

- a. Commanding Officers of polar icebreakers shall submit a final Cruise Report within 30 days of return to home port. The content, format and distribution of these reports is outlined in enclosures (1) and (2).
- b. For DEEP FREEZE deployments, a draft report shall be submitted directly to Commander Naval Support Force Antarctica (CNSFA) within 20 days after departure from the operational control (OUTCHOP) of CNSFA. The draft report shall cover the period up to and including OUTCHOP from CNSFA. This is normally accomplished by mailing the draft at the first port call following the final crossing of 60 South. A final report, including the period between OUTCHOP and return to home port, will be submitted in accordance with paragraph 4.a. above.
- c. A preliminary copy of the Statistical Summary section shall be forwarded directly to Commandant (G-NIO) at the first port call of the homeward bound transit. The preliminary report must cover the period from the departure from home port up to and including the day the ship enters the first homeward bound port (i.e. the first port of call after final departure from designated OPAREAs.) Designated OPAREAs will normally include the following areas:

Arctic West -North of the Aleutian Island chain. The homeward bound transit of Unimak Pass will normally mark departure from the designated OPAREA.

Arctic East -North of 60 North Latitude. The homeward bound crossing of 60 N will normally mark departure from the designated OPAREA

DEEP FREEZE - South of 60 South Latitude. The first outward bound crossing of 60 S will mark entry to the OPAREA. The homeward bound crossing of 60S will mark the exit of the designated OPAREA.

Other OPAREAs - Other designated OPAREAs will be specified in a tasking letter or OPORDER as appropriate.

A final Statistical Section, covering the entire period between departure and return to home port, will be submitted as part of the final Cruise Report in accordance with paragraph 4.a. above.

- d. Recommendations submitted in the Cruise Reports which require action should be followed up by correspondence to the appropriate command or through the proper channels.

4. d. (cont'd) References to the Cruise Report should be made in correspondence for background and detail.
- e. When forwarding reports to Coast Guard addressees, cover letters and letters of transmittal shall not be used. When forwarding reports to addressees outside the Coast Guard, a simple cover letter identifying the sender and the reason the report is being sent shall be attached.
5. ACTION. Area commanders and unit commanding officers shall ensure that the provisions of this instruction are followed.
6. REPORTS REQUIRED. As required above, the Polar Icebreaker Cruise Report shall be submitted in the prescribed format. Reports Control Symbol, RCS-G-NIO-15157, applies.

/s/ B. T. NELSON
Chief, Office of Navigation Safety
and Waterway Services

Encl: (1) Polar Icebreaker Cruise Report Guide
(2) Statistical Summary Instructions

POLAR ICEBREAKER CRUISE REPORT GUIDE (RCS-G-NIO-15157)

1. GENERAL. Cruise Reports should contain complete and essential facts of an icebreaker's experience during a deployment. The primary considerations should be the usefulness of the report for planning future icebreaker missions and as historical data for program management. These reports are also a source for learning ice seamanship. Brevity and clarity in all matters are necessary if the information is to be valuable to any ice operations reference library. To this end, the following guidelines apply:
 - a. Emphasize ice operations and seamanship, ice-breaking techniques, safety, efficiency, and professionalism.
 - b. Report pertinent information on all significant events. Except as otherwise noted, routine operations, procedures and preparations should NOT be reported. For instance, the daily inspection of food handlers or the occurrence of routine maintenance should not be reported.
 - c. Times and dates will be listed in local time (including time zone identification), except where otherwise noted or where another time zone reference is pertinent.
 - d. Unique methods of accomplishing assignments are of special interest. Recommendations for improving operations and specific means of accomplishing recommended actions are encouraged. Record any information which may be useful to other icebreakers during similar deployments when such information is not routinely available.
 - e. Detailed information on ports infrequently visited or for which conditions are different from any previously noted should be mentioned (approaches, moorings, anchorages, etc.).
 - f. When applicable, reference should be made to directives or previous Cruise Reports containing information useful in a given set of circumstances or areas of operation.
 - g. Names of geographic locations or features should be identified accurately.
 - h. Graphic and pictorial information should be employed to the extent that it enhances the reader's understanding of a particular mission or event.
 - i. Completed Cruise Reports should be placed in suitable protective binders and conspicuously titled or labeled.
 - j. In those instances where classified information is reported, all classified information shall be placed in a separate classified supplement.

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2. ORGANIZATION AND CONTENTS OF CRUISE REPORTS. The contents of each chapter and section to be included in Polar Icebreaker Cruise Reports are described below. The paragraphs following these titles describe the contents of the chapter or section. If there is nothing of significance to report in a section, omit it. For instance, it is entirely possible to have a well-fed crew and still have nothing to report under "General Mess." Sections to report non-routine predeployment activities may be inserted where appropriate.

<u>CONTENTS</u>	<u>INFORMATION TO BE INCLUDED</u>
Table of Contents	Page numbers.
List of Plates and Photographs	Page numbers.
Chronological List of Major Events	List significant events occurring during the deployment, including dates of port visits, INCHOP/OUTCHOP dates, each crossing of 60 N/S, etc.
I. Ship Operations	
A. Vessel Operations	A narrative summary to amplify the Chronological List of Major Events. Do NOT make any entries for items on the chronology that occurred in a strictly routine fashion.
B. Deck Operations	This section must be included if cargo or boat operations are undertaken, or if there are any other deck operations involving nonstandard procedures.
1. Cargo Operations	If cargo operations occur, report in table form the date and location of the evolution and the approximate cubic volume and weight of cargo moved.
2. Boat Operations	If boats are deployed for other than training or maintenance operations, report in table form the operation's date, location, boat used, purpose, and the number of boat hours spent on the operation.
C. Diving Operations	This section must be included if diving operations occur. No separate text is required unless there are unique problems or procedures of which future deployments should be aware. Report in table form the operation's date,

- I. C. (cont.) location and purpose, the number of involved divers, and the total amount of diving hours (sum for all divers).
- II. Air Operations

Report only those events occurring between the AVDET's reporting and detaching from the ship, unless the event affects the scheduled sailing of the ship.

 - A. Operations Briefly describe any SAR operations, accidents involving personnel injury or aircraft damage, or other highly unusual operations. Do NOT report routine operations which are adequately covered in the Statistical Summary.
 - B. Maintenance Briefly describe any casualty or maintenance activity which significantly impacts the use of an aircraft in an operation. Do not report routine maintenance and repairs.
- III. Navigation
 - A. Ice Operations
(CO's comments preferred) Report basic ice breaking procedures used, operational capability of the vessel (actual not design specs), description of operations in your geographic area, fuel efficiency, ice piloting and guidelines used, special evolutions (escorting ships, use of heeling systems, etc.), and any deck or superstructure icing. Clarity in this section overrides the need for brevity.
 - B. Items of Interest Describe any unusual navigation practices, procedures, or problems, and chart evaluations. Record any port information that may be useful to other icebreakers during similar developments and is not otherwise routinely available. Refer to Pub. 606, **Guide to Marine Observing and Reporting** for subject and content guidance. If a report is being submitted to Defense Mapping Agency, attaching a copy of the DMA report as an appendix to the cruise report is an acceptable alternative to narrative in this section.

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| III. | C. Ship's Track | Provide major tracks and positions, using photographs or clearly drawn diagrams. The daily noon position should be shown. All positions shall be labeled with the date (and time with the time zone description if other than noon). |
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| IV. | Communications and Electronics | |
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| A. | Communications
(incl. Amateur
Radio/MARS) | Report unusual events that adversely impact normal communications, giving the ship's geographic location at the time of occurrence. |
| B. | Electronics
Equipment | Provide chronological list of all casualties. |
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| V. | Science | Report the following items for each project:
Title (if any);
Purpose;
Location;
Project description;
Special equipment used;
Any logistic difficulties;
Findings of general interest. |
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| VI. | Engineering | Describe major problems which <u>significantly impact</u> the completion of the mission, their causes, and action taken. |
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| VII. | Administration | |
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| A. | Personnel | Briefly describe any significant problems in administering the personnel system. Disciplinary cases should be cited if they impact relations with the public, other units, or if they impact on mission performance. |
| B. | Morale | Report on unique morale and recreation opportunities discovered during ports of call (e.g., tours, cultural events.), and any innovative at sea activities. This section of the report should focus on identifying activities and sources of information and supply other ships can use on future deployments. |

VIII. Supply/Logistics

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|--------------------------------------|---|
| A. Transactions in Foreign Countries | List transactions and method of payment.
List sources of "inventory" and re- provisioning including names, addresses, and telephone numbers if unique. |
| B. Agent Cashier/ Certifying Officer | Report beginning and ending levels of funds available and any unusual items. |
| C. General Mess | Report only those events or procedures |
| D. Clothing and Small Stores | D. Ship's Exchange which are unusual. |

IX. Medical

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|----------------------|---|
| A. Significant Cases | Report the following types of cases only:
Cold weather related;
Cases requiring inpatient treatment;
Cases requiring MEDEVAC;
Cases requiring medical advice. |
| B. Vector Control | Report only if an infestation occurs during the deployment. |

X. Public Relations

Briefly summarize any actions taken.

XI. Personnel Embarked

In table format report the following items:

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|---|---|
| Rank/Rate;
Name (Last, First, MI);
Remarks. | |
| A. Permanent Party | Alphabetically. List any PCS arrival or departure dates occurring during the deployment under "Remarks." |
| B. TAD Personnel | Alphabetically. List TAD arrival and departure dates under "Remarks." |
| C. VIPs and Visitors | In order of arrival. List arrival and departure dates, position, and agency, government, or other affiliation in "Remarks". |

NOTE: Science parties or those persons embarked to carry out a paying user's project are reported in the Statistical Summary and not in this section.

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- XII. Recommendations List all recommendations, with reference to appropriate chapter for background. Submit separate correspondence in accordance with other directives, if appropriate.
- XIII. Statistical Summary Fuel, Helicopter and other statistics required to bill User Agencies. See enclosure (2) for detailed instructions.

3. DISTRIBUTION OF FINAL CRUISE REPORTS

<u>Command</u>	<u>Number copies</u>
Commander, Naval Support Force Antarctica	2 (Operation Deep Freeze only)
CCGDSEVENTEEN	1 (Western Arctic Cruises only)
Operational Commander	2 (or more, as required)
Commandant (G-NIO)	2
Area Commanders	1 each
Home Area MLCs	1 each
Other Polar WAGBs	1 each
Aviation Training Center	1
USCG Academy	1
Unit File	As required
Ship Repair Detachment, Seattle	1
MSCLANT	1 (Only when MSCLANT involved)
Other interested CG/USS/USNS vessels	1 each
National Science Foundation	1 (Only when NSF projects conducted)
Center for Polar and Scientific Archives	1
National Archives of the United States	
Washington D.C. 20408	
WDC-A for Glaciology,	1
Campus Box 449	
CIRES, University of Colorado	
Boulder, Colorado 80309	

INSTRUCTIONS FOR STATISTICAL SUMMARY

1. GENERAL. This section of the cruise report has been specifically designed to collect data on icebreaker fuel consumption, helicopter use and other information used to bill User Agencies for use of polar icebreakers. The information will also be used to build a data base that will allow the accurate prediction of user charges. This information will directly affect the level of funding available to polar icebreakers. Therefore, accurate information in the Statistical Summary is essential. Information reported in this section, or easily derived from this section, need not be repeated in other sections of the Cruise Report.
2. FUEL USE. Daily fuel use will be reported in the table format shown in the example below. The purpose of this table is to provide a continuous daily record of fuel use with no breaks or overlaps. A line entry will be made in the table for each day or portion of a day that the ship is away from home port. The last entry in the table will show a total for the columns.

DAILY FUEL USE

<u>DFM</u>	<u>JP-5</u>	<u>DTG OF SOUNDING</u>	<u>CONFIG</u>	<u>ENGINE REMARKS</u>
		172100Z SEP 87	1-2-1	DEP homeport 172250Z SEP 87
12,100		182200Z SEP 87	2-2-2	
13,436		192200Z SEP 87	1-1-1	
12,719 6,184		202200Z SEP 87	1-T-1	ARR San Diego 202325Z SEP 87
XXX XXX		DDHH00Z MON YR		
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XXXXXXX		XXXXXX TOTALS		

- DFM - DFM expended (in gallons) through main propulsion and auxiliary machinery since the previously listed sounding. When bad weather or other circumstances prevent an accurate sounding, estimate the day's fuel use based on the next available accurate sounding.
- JP 5 - JP 5 expended (in gallons) through main propulsion and auxiliary machinery since the previously listed sounding. Do not include aviation fuel.
- DTG - Date Time Group, to the nearest hour, of the fuel sounding used to compute the above fuel expenditures. DTGs must be in Zulu time.
- ENGINE CONFIG - Predominant engine configuration for the 24 hours preceding the DTG of the sounding. (Best estimate. This will often be a judgment call). For example,

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- 2.(cont.) 2-T-2 in the remarks column would indicate the ship ran with 2 diesels on each wing shaft and a turbine on the center line. NOTE: If gas turbines are used for 2 or more hours, report that combination.

REMARKS - This column must include DTGs for entering and leaving port, identification of ports, DTGs of entering or leaving designated OPAREAs and DTGs of the start and end of User Agency projects. DTGs must be in Zulu time. Any other pertinent remarks may be included.

3. FUEL AND LUBE OIL TRANSFER. For each such transfer, indicate the date, the type of fuel or lube oil, the amount (in gallons), the cost, and from and to whom it was transferred.
4. HELICOPTER USE. Helicopter use will be reported in the table format shown below. A line entry will be made in the table for each day the ship's helicopters operate. A LINE ENTRY IS NOT REQUIRED FOR DAYS WHEN NO HELICOPTER OPERATIONS ARE CONDUCTED. For this table a day is considered to be the 24 hour period between 0000 and 2359 local time. The last entry in the table will show a total for the columns.

HELICOPTER USE STATISTICS

TOTAL

<u>DATE</u>	<u>TIME</u>	<u>FUEL</u>	<u>REMARKS</u>
YYMMDD(tz)	HRS	GALS	
YYMMDD(tz)	HRS	GALS	
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TOTAL	XXX.X	XXXX	

DATE - Local Date of helicopter operations being reported
(tz) - time zone identification.

TIME - Total hours, to the nearest tenth of an hour, of flight time.

FUEL - The total amount of aviation fuel expended during the day's operations.

REMARKS - Amplifying remarks may be included.

5. USER AGENCY PERSONNEL EMBARKED. List all personnel affiliated with deployment sponsors (i.e. paying users) who will actually be carrying out the sponsors' project (i.e. embarked science parties.) The list shall include the name, agency affiliation, and dates each person was embarked. The chief scientist should be noted.